

23 July 1981

MEMORANDUM FOR: Executive Secretary  
Language Development Committee

STAT FROM :   
Deputy Director of Personnel for  
Policy, Analysis and Evaluation

SUBJECT : Classification and Compensation of Language Specialists

REFERENCE : Memorandum from the DDCI (ER 81-917/1) dtd 30 June 1981,  
Same Subject

ADMINISTRATIVE - INTERNAL USE ONLY  
FILE: Training

1. The Office of Personnel is proposing the following actions so as to implement the DDCI approval of a "one-time pay adjustment of a one-step increase for those Language Specialists presently receiving awards" (i.e., Language Use Awards-LUAs).

a. Employees in the following occupational categories were determined by the Task Force on Language Specialists as being Language Specialists hired primarily for their language skills. If the LUA is being paid to these employees for the language for which they were hired or a mutually intelligible language, it will be discontinued.

- ° 0132.62 Intelligence Officer - Foreign Documents
- ° 0195.01 Scientific Linguist
- ° 1045.01 Translator
- ° 1045.02 Broadcast Monitor - Multilingual (to be called Media Analyst, henceforth)
- ° 1045.04 Transcriber
- ° 1045.06 Translator - Supervisor
- ° 1712.90 Instructor - Foreign Language

b. As the DDCI signed his approval on 30 June 1981, no additional LUAs (in the language or mutually intelligible language for which they were hired) will be authorized Language Specialists after that date. Those being paid a LUA as of 30 June 1981 will receive the pay adjustment.

c. The LUA will be discontinued at the end of a pay period and the pay adjustment will be made at the beginning of the next pay period; thus, the same date. As there is only a manual record (within OTE) of the approximately 290 Language Specialists receiving LUAs, the effective date of the actions will have to be delayed until OTE has time to prepare the listing (which they have done) and the components have the opportunity to verify the lists. The effective date will be the pay period nearest the end of the fiscal year (i.e., 3 October 1981). ☐

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d. The operating components will verify the OTE-produced listing certifying which Language Specialists overseas and at Headquarters are receiving the LUA for the language (or mutually intelligible language) for which they were hired. OP will provide a computer listing of all employees in the occupational categories listed in paragraph 1a to assist in this determination. ☐

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e. The certification by the components will drive the preparation of a Form 4120 to terminate the LUA for employees identified in paragraph 1d above and the preparation of a 1150 (Personnel Action) to effect the pay adjustment for these same employees. The pay adjustment will not affect the employees eligibility date for the next longevity increase. ☐

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f. It is the Director of Personnel's understanding that the DDCI's decision does not affect the payment of language awards to Language Specialists other than for the language or mutually intelligible language for which they were hired. Thus, a Language Specialist hired for Polish ability who acquires Chinese ability, can receive a LUA for Chinese. ☐

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g. Those recently hired or in-process Language Specialists who are not yet eligible for a LUA can be certified by the employing component for the pay adjustment if the LUA was promised as part of a recruitment inducement. ☐

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h. OP will remind components that in-step hiring is available for use in attracting Language Specialists in the hard to find languages. ☐

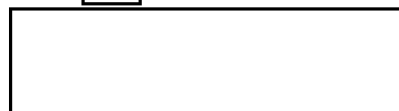
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i. We have again reviewed all possible means to have an automatic salary increase for the ten employees presently receiving a LUA but who are at the tenth step of their GS grade. Unfortunately, we can find no means by which this can be accomplished. Any addition to base compensation would exceed the maximum range of the salary scale for that grade as authorized by Congress. OP suggests that the components be encouraged to use the Agency achievement and special accomplishment programs to reward these Language Specialists when it is appropriate. ☐

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2. I suggest a Language Development Committee meeting be scheduled to discuss the above actions prior to OP notifying the components of the procedures to follow in terminating the LUA for Language Specialists and granting the pay adjustment. I will be available for a meeting following my return from annual leave on 10 August 1981. ☐

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1. William N. Hart	HH	8-12
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5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

A Language Development Committee meeting to discuss the actions described in the attached memorandum has been scheduled for 12 August 1981 at 11:00 a.m. in the DDA Conference Room, 7D24 Headquarters.

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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81-917/1

30 June 1981

MEMORANDUM FOR: Director of Personnel

FROM : Deputy Director of Central Intelligence

SUBJECT : Follow-up on 6 May Executive Committee Session--  
Classification and Compensation of Language Specialists

REFERENCE : Memorandum from OPPPM (OPPPM 81-1685), dated 31 March 1981,  
same subject

1. After additional thought, I agree that we should reserve the Language Incentive Program (LIP) awards for those people who acquire and/or maintain language skills in addition to their primary and/or other responsibilities. I therefore concur with Harry Fitzwater's suggestion in the referenced memorandum that language specialists should no longer be eligible for LIP awards for fluency in the language or mutually intelligible languages for which they were hired. To ease the transition to this policy, I also approve the suggested one-time pay adjustment of a one-step increase for those language specialists presently receiving awards.

2. This decision in no way lessens the importance I place on language skills for the Agency. When appropriate, I would encourage managers to reward language specialists for exceptional performance through Q.S.I.s or other Agency achievement award programs.



B. R. INMAN  
Admiral, U.S. Navy

cc: Executive Committee Members



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